

EMPLOYEE TRAINING RECORD		
<b>TRAINING TITLE</b>	Hammer Safety	
<p style="text-align: center;"><b>KEY TEACHING POINTS</b></p> <p>There are about 15 different types of hammers, including these and more: claw, sledge, bricklayer's, peen, chipping, tack, and soft-faced. The following suggestions can help to keep you from injuring yourself or ruining the tool, no matter what kind of hammer you use.</p> <ol style="list-style-type: none"> <li>1.     <i>Use the right type and size hammer for the job.</i> Use a carpenter's hammer, for example, for driving or pulling nails, not for striking star drills or cold chisels. Don't use a lightweight hammer for a heavy job. You'll work harder and increase the chances of hurting yourself or damaging the tool.</li> <li>2.     <i>Strike the surface squarely.</i> Always use the head of the hammer and never the side. A glancing blow increases your chances of striking a finger or chipping the hammer head. Don't strike one hammer with another. Hammer heads are made of hardened steel, and pieces may chip off and fly.</li> <li>3.     <i>Control the hammer.</i> Hold the hammer toward the end of the handle. Beginners have a tendency to choke up on the handle, reducing the force of the blow and making it difficult to hit the target squarely.</li> <li>4.     <i>Wear safety glasses.</i> Protect your eyes against flying chips when striking objects such as chisels, punches, and drills.</li> <li>5.     <i>Be sure the target is stationary and firm.</i> When driving stakes or hitting a large cold chisel, be sure the person holding the work uses tongs. This will protect them from being hit by a glancing blow.</li> </ol> <p>In baseball it's three strikes and you're out. It only takes one strike when you're using a worn hammer, the wrong hammer, or even when you're using the right hammer incorrectly.</p>		
<b>TEST</b>		
<b>QUESTION</b>	<b>ANSWERS</b>	
	<b>TRUE</b>	<b>FALSE</b>
1 Use the right type and size hammer for the job.		
2 Strike the surface squarely.		
3 Control the hammer.		
4 Wear Safety Glasses.		
5 Be sure the target is stationary and firm.		
<b>EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>INSTRUCTOR'S NAME</b>	<b>INSTRUCTOR'S SIGNATURE</b>	<b>DATE</b>

1. True 2. True 3. True 4. True 5. True